Applying for a Grant FAQs

> The Maine Arts Commission application process for grants possesses a high level of accountability in relation to both state and federal authorities. Applications are made through a Grants Management System (GMS), with a lot of information available on the agency website to help applicants prepare.

Maine Arts Commission applications usually have four sections:
- **Information:** For general applicant overview (Name, Address, Organization Type, DUNS, etc.)
- **Questions:** Specific questions that relate to the grant (Project Description, Public Benefit, etc.)
- **Uploads:** Support materials that are either optional or required (Resume, Artistic Samples, etc.)
- **Budget:** An area to explain project budget (Grant Award, Matching Funds, Other Income, etc.)

IMPORTANT – As long as the application final **Submit** button is unchecked, applicants can return to the GMS and edit their materials. This means if you get stuck on a question you can save your work and return later; or enter a guess-answer that you can go back and correct. The final **Submit** button must be checked prior to the deadline for the application to be considered for review. Please do not forget to do this.

The _Information_ section has cascading dropdowns that need to be completed. We appreciate you taking the time to do this as accurately as you can. It is important for proper agency reportage. Some special considerations are:

- **Fiscal Sponsorship** is an option for applicants that do not meet eligibility requirements. An eligible organization may apply on behalf of another organization. With this option, the eligible organization is the applicant and will complete the application with their own information. The non-eligible organization is considered a partner or contractor within the application. As the applicant, the Fiscal Sponsor will need a DUNS number, a Vendor Code, and the award will be addressed and sent to them.

- **The D&B D-U-N-S Number** is a unique nine-digit identification number for each physical location of your organization. D-U-N-S Number assignment is FREE and done online by uploading business verification documents like an EIN Confirmation Letter, Lease Agreement, Utility Bill, etc. It may take a day or two to process. 501c3 organization applicants MUST have a DUNS number. School or municipal entities that are not required to have a DUNS can enter '1' into the DUNS field.

The _Questions_ for an application can be found on the agency website. It is recommended that you create your answers outside of the system and copy-paste them into the application.

A **discipline category** must be selected for the project. If you have questions about the correct discipline for your project, please contact the agency.
- **Craft Arts:** Eg. woodcraft, carving, fiber/textiles, ceramics, jewelry, papercraft, etc.
- **Literary Arts:** Eg. writing, editing, critiquing, reviewing, publishing, poetry, prose, etc.
- **Media Arts:** Art mediated in its delivery. Film, video, computer art, podcasts, etc.
- **Performing Arts:** Live performance in theatre, dance, music, circus, opera, playwriting, etc.
- **Traditional Arts:** Creative practices that sustain the cultural heritage of their community
- **Visual Arts:** Eg. painting, drawing, sculpture, printmaking, installation, photography, etc.

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Income and Expense numbers for the past three years is required for many organization applications. Report only actual expenses, not projected expenses. This may exclude the current fiscal cycle.

Character counts for the application questions include spaces.

The *Uploads* page is for materials that support answers to the Questions. Requirements are stated on the agency website and it is recommended that you prepare your uploads outside of the system.

Uploading Documents/Images is for information in PDF or JPG format. Uploaded files will require an additional brief description.

Uploading Audio/Video is for information formatted as: mp4, mov, avi, wav, mp3, or aiff. These also have a required description field for the upload.

***Budget* the expenses and income in numeric fields and clarify the information in the Budget Details section. Information should reflect the entire project budget and how the grant will be used within the project.**

There is an additional **Help Document** for information about the budget. Please make sure the amount in the 'This Grant' column matches the grant funding you are requesting. If there is a required match, it should be equal to the requested grant amount. This can be with cash or with in-kind services.

Use the Budget Details section to provide clarification of the items in the budget as well as any additional details. This is where you can include information on sources/ amounts of other anticipated income, anticipated revenues from ticket sales, logic behind your budget priorities, etc.

***Submit/ Vendor Form* is the final page of the application.**

If your application is complete, you can select a checkbox and hit the **Submit** link.

If the application is not submitted, you can go back and edit it any time prior to the deadline.

Your **Vendor Code is** a state assigned number that allows for payment processing. Please check your Maine Arts Commission User/Organization account to see if there is a number in the Vendor Code field. If the field is blank you will need to complete a Vendor Form with exactly the same name and contact information as used in the application. This must be provided to the agency prior to award notification and can be submitted through email, surface mail, or FAX to the agency grants director.